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21 June 1985

MEMORANDUM FOR THE RECORD

SUBJECT: Modular Furniture Meeting - 12 June 1985

ATTENDEES:

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1. The above group met to discuss and propose solutions to difficulties that have been experienced in the design process and receipt of numerous orders of modular furniture. Specifically, although last year's furniture committee identified three brands of furniture that are identical in modularity, the sizes are just enough different so that drawing floor plans and specifying orders becomes complicated, time consuming, and an unnecessary burden on staff and contract architects. Also, the receipt of products from so many differing vendors is difficult to track; and unanticipated deliveries frequently clog loading docks and halls and necessitate duplicate handling. X

2. The group determined that product standardization would offer the following advantages:

- X - Building Services would be able to dispose of the odd assortment of old, gray metal furniture and stock and recycle the most popular modular components for new requirements.
- / - An initial purchase may offer significant savings based on a volume discount.
- * - Size and style selection would be reduced, simplifying the design process and stocking of sizes.
- * - Reconfiguration could be simplified and, with a uniform product, the need to move furniture when an office relocates could be eliminated.

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